



# **APPENDICES MINUTES**

**Raumati Community Board Meeting**

**Tuesday, 25 February 2025**



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### RAUMATI SOUTH COMMUNITY SPACE – CONCEPT 2025

PROJECT SPONSOR	Raumati South Residents Association
PROJECT LEAD	Veronika Munro
DATE	25 February 2025

### **Funding Sought**

This paper seeks a grant from the Raumati Community Board for \$750.00 to contribute toward a Feasibility Study that explores the assumed need for a community-owned space/hub.

### **Project Purpose and Vision**

The purpose of the proposed project is to explore, design and create the most appropriate space for growing community cohesion and connection in Raumati South.

**The Vision** is to develop a communal community space where all our community feels they belong, and that they feel belongs to them.

We dream of having a place in our community where we are connected, empowered and activated to grow, connect, regenerate, learn and remember. A place where we can celebrate the abundance of gifts in our community together and work hard to address challenges that affect us all – locally, nationally and globally.

### **Strategic Alignment**

While our project is focused on the Raumati South community at this stage, the project aligns with the strategic Raumati Vision that identifies the following as desirable characteristics for the Raumati community (including Raumati South):

- We are connected
- We feel safe
- We help each other

In addition, the project aligns with the purpose statement in the Raumati South Residents Association Charter which defines one of the key purposes as ‘enabling/ enhancing social cohesion and connectedness’.

Undertaking this project is a step towards creating a tangible, strategy-led action plan for our community to embed the vision in real action.

### **Success Criteria/ Outcomes**

The design, development and management of our community space is **community-led and community owned**. In the first instance this means undergoing a Discovery phase that is led

out by the Raumati South community with the support of the Raumati South Residents Association.

- Is where people and partnerships are the backbone
- Have a shared community vision and the ability to draw from the strengths and assets of the community
- are enabled to grow and adapt to the community's changing needs
- have the right people on board, leadership and front-line staff
- have high trust partnerships and connections with central and local government, iwi, ngo's, and local businesses.

### Guiding Principles

- **People-centered**

The project team will engage and strengthen strong relationships within our community to ensure we fully understand this community's strengths, assets, needs and wants. This will be done through applying Community-Led Development practices.

- **Leverage the work that has been done to create the Raumati Vision**

Our vision, led by the Community Board, provides a common 'north star' that has already gained traction across the Raumati South community. We will use the work that has been done in this space as a starting point, and build out our discovery, design and development from that point.

- **Align with related community initiatives and projects as appropriate**

There are community projects already planned or in progress. To the extent possible we will seek to understand and align with these to ensure our activities support and reinforce each other, avoid duplication and connect initiatives across Raumati South.

- **Measure progress to demonstrate impact**

Through the discovery and planning phase of this work, we will identify key measures that we can report on that are consistent with other community development measures such as those held by Kapiti Coast District Council. This will help to keep us aligned with other projects/ initiatives as well as demonstrating where our work is having an impact in contributing to a more resilient and connected community.

- **Effective Communication**

Formal and informal mechanisms for keeping people informed about the progress and key milestones of the project are required to ensure that the work is communicated openly to diverse audiences, and therefore utilizes a range of communication styles.

- **Backbone support**

To be successful, this work will require sufficient backbone support that will serve as the

fiscal sponsor for this work, provide oversight and governance, administration, and ensure that the work is appropriately resourced. This includes applying for funding and procuring resources as needed. It is proposed that the Raumati South Residents Association play this role.

### Background and Context

- Currently there is no community space/ place where everyone in the Raumati South community can come together regardless of status (socio-economical, psychosocial). We have no central place for information sharing, storytelling, gathering and celebrating.
- While we may wish for an all-inclusive Raumati South community, the reality is that not everyone feels that they belong and are welcome in a safe, central place where they can participate on their terms.
- Scattered across Aotearoa/ New Zealand are many different, varied and very successful community spaces. The 'Community Centre' is a familiar and longstanding resource in many towns often built from grassroots around the culture, nature and environment of the community.
- These community spaces provide a physical space for everyone in the community to connect, participate and find a place of belonging. Working together in this way can bring cost-savings, and community hubs can attract funding that individual organisations often struggle to obtain.
- The Community Hub/Centre can also act as a central place where a range of services can be provided, and connections to other local services can be facilitated (such as connections to health services, social services, and education).

### Project Governance and Reporting

The formal governance of this work is to be established. It is proposed that it will sit within the remit of the Raumati South Residents Association and report up to the Raumati Community Board (and other funding parties) as required.

### Project Scope: Feasibility Study

At this stage we are seeking a grant to conduct a Feasibility Study to determine the need, potential cost, scope and appetite in the community for a community-owned space/hub. The final scope will be determined, and we will advise the Board on further plans and possible support needed once the Feasibility phase is completed.

The Feasibility study will help to determine:

- What a community space/hub hopes to accomplish with a focus on the wider change we are seeking to make in the community.

- If there a need in the community for a community-owned space/hub? How many people would be affected or will benefit? Opportunities for linking up with existing groups or programmes?
- If there is a need, then what will it take to make this concept become a reality? What resources will we need and what challenges we may face?

**Key Activities**

- Discovery phase plan and Communications Plan
- Create a RS Community Assets map (using CLD/ Inspiring Communities methodology) – and identify needs, gaps and community wishes
- Undertake conversations and surveys with RS residents using a variety of methods to ensure the voice of all diverse groups are heard (including disabled, migrant, and ‘invisible’ residents – such as the elderly, and disadvantaged socio-economic groups)
- Identify other projects and initiatives currently planned or in progress in the RS community that are contributing to the development of a community space – or may benefit from the development of a community-owned space (such as local food co-ops)
- Identify what resources (people, budget and tools) are needed to design and build the identified space.
- Prioritise activities, sub-projects for design and development phase of this work.
- Implement quick wins that won’t create issues with the long-term objectives (ie; conversion of the supper room at Memorial Hall into a community-owned space)

**Key Deliverables**

A Feasibility study that includes:

- Summary of proposal and description
- Needs analysis including:
  - Community Asset Map and analysis
  - Survey/ Discussion results and analysis
  - Stocktake of community projects and initiatives
- Draft plan with estimated priorities, budget, resource needs, and timing
- Technical feasibility of proposal
- Financial options and feasibility including pathway to sustainable ownership by the community
- Legal and regulatory considerations.

**Out of Scope**

- Detailed Plan for next phase (this will be done when – and if – the Feasibility study is accepted and funding for the next phase approved.

- Startup of new community initiatives. New initiatives are arising all the time, and while the RS Residents Association may support and sponsor some of those initiatives, they are separate from and do not fall into the remit of this proposal.

### Project Approach

We will apply good project management practices and behaviours including:

- Appropriate project management
- Use of Google Docs to manage information and documentation
- Application of appropriate security on personal data that may be collected through surveys and/or discussions
- Following feasibility guidelines provided by Business.govt and community.net.nz

This project will be tracked, monitored and reported on using appropriate software (to be determined). All members of the team working on the feasibility study will have access to the project documentation.

### Project Team

The core project team will be made up of Raumati South residents and sit under the governance of the Raumati South Resident's Association, while operating as an independent project under the RS Community Resilience working group.

Project Role	Name	Organisation and Title	Responsibilities
Project Sponsor	Clare Hynd	Raumati South Residents Association	Champion the project at the RS Residents Association. Provide governance oversight as the Chair of the RS Residents Association. Support reporting as required.
Project Manager	Veronika Munro	Community Resilience Representative – Raumati Community Board	Scope the work, agree timelines and establish project plan baselines. Responsible for ensuring project documentation is appropriate, tailored and fit for purpose. Hold the pen on the Feasibility Study, monitor and track the work, ensure risks and issues are documented and addressed as appropriate. Facilitate communications as needed.
Community Mapping	Robyn Bailey	RS Community Resilience: Resident	Conduct community-mapping and analysis work to feed into the Feasibility Study.



### Assumptions

- There is a need for a physical space where everyone in our community can come together, and feel a sense of belonging and connection, regardless of their personal circumstances.
- There is evidence that it makes sense to connect people in place to grow local aspirations, strengthen connections and networks, and ensure resilience. (Carnegie Institute: Pride in Place, 2012)
- Recovery from unexpected and harmful events is quicker and more effective when people in place have strong relationships and connect physically with each other and their place. (University of Melbourne: 10 Years Beyond the Bushfires, 2021)
- Living and socialising together in place actively strengthens and grows community relationships and participation
- The Feasibility work will be able to be undertaken largely on a voluntary basis with some funding from the KCDC to support hire of venue/ provision of kai for community discussions, and visualisation of Feasibility outcomes.

### Project Risks

The table below identifies the most significant risks that have been identified at the start of this project. These will be captured and managed in a project risk and issues register, along with other risks, and will be managed and updated as per appropriate risk management practices and requirements.

- If the community does not engage in the discussion, then we will not be able to discover what, if anything, is the need and desired outcome for a community-owned space/hub.
- If we are not able to obtain funding to support some of the costs for the Feasibility study, we will not be able to carry out the work required to complete the study, and therefore unable to determine need/ community outcomes.
- If volunteers do not have capacity to complete work, they are responsible for this will delay the timing for completing this Feasibility study and the assumed community need for a community-owned space will not be met.

### Key Links and Dependencies

This project is closely linked to/ dependent on other work being undertaken by the Raumati Community Board in relation to Raumati Vision and building resilience in the wider Raumati community. We will identify where these links and dependencies are most significant during the Feasibility study.

**Procurement**

Good / Service	Supplier (proposed – to be confirmed)	Estimated Timing
Community discussions (venue hire and kai)	Community Halls	April – June 2025
Data visualisation	Lisa Richardson	July 2025

**Approval**

Signed: \_\_\_\_\_ Date: \_\_/\_\_/2025

**TBC (Raumati Community Board)**

Signed: \_\_\_\_\_ Date: \_\_/\_\_/2025

**Veronika Munro (RS Community Resilience Group)**